

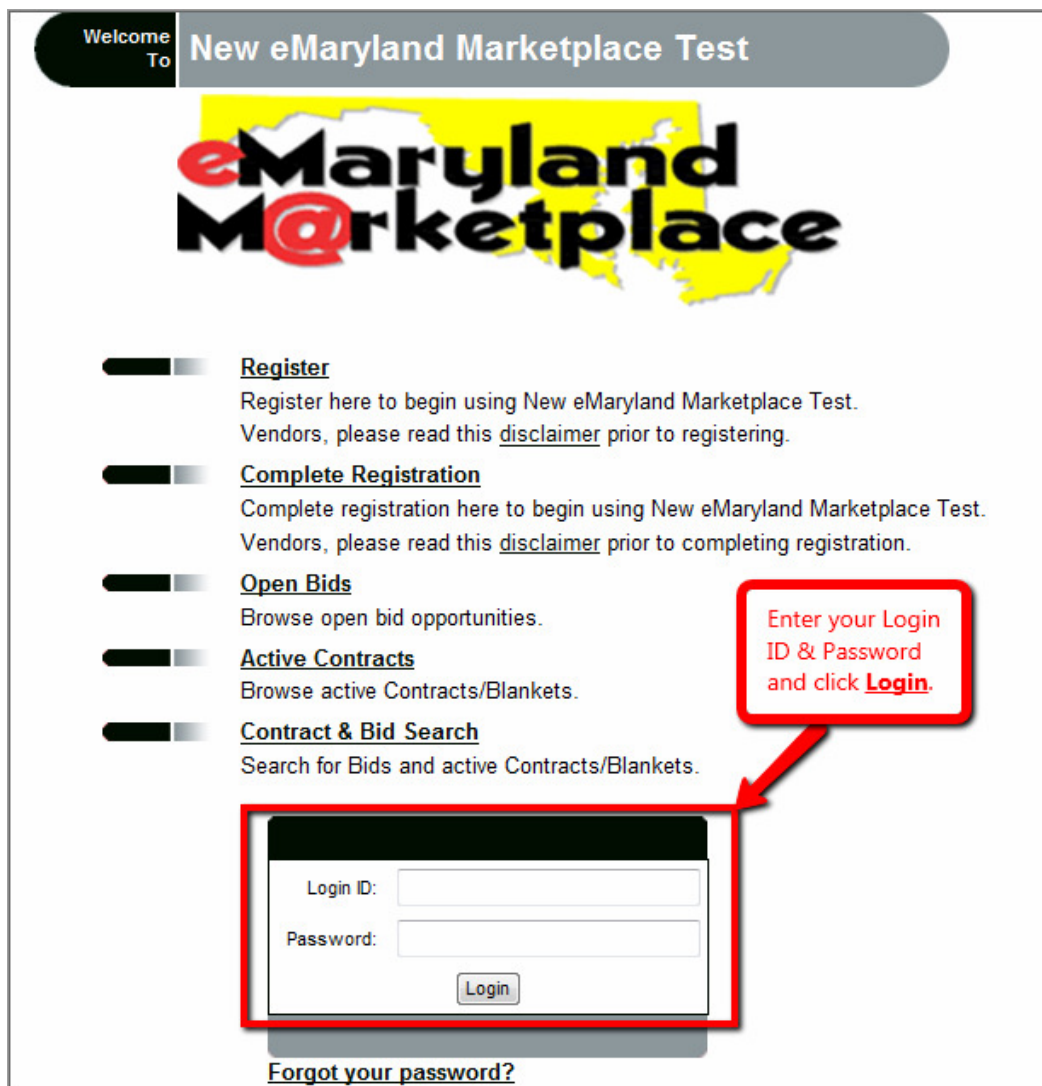
Awarding Old Bids in the New eMM

This Quick Reference Guide is intended to walk you through the steps to post an award in the new eMaryland Marketplace (eMM) for a solicitation that was started in the old eMM. This is only necessary if you have posted a solicitation in the old eMM that cannot be awarded in that system prior to 01/31/12 when the old eMM becomes unavailable.

- First, gather all of the information about the solicitation so that it can be re-entered into the new eMM using the steps below.

STEP 1: Create a Bid document.

- Login to the new eMaryland Marketplace.



The screenshot shows the login page for the New eMaryland Marketplace Test. At the top, there is a header with "Welcome To" and "New eMaryland Marketplace Test". Below this is the eMaryland Marketplace logo. The main content area lists several links with progress bars: "Register", "Complete Registration", "Open Bids", "Active Contracts", and "Contract & Bid Search". Each link has a brief description. A red box highlights the "Login" button on the login form, and a red arrow points to it from a callout box that says "Enter your Login ID & Password and click **Login**." Below the login form is a link for "Forgot your password?".

Welcome To **New eMaryland Marketplace Test**

eMaryland Marketplace

- Register**
Register here to begin using New eMaryland Marketplace Test.
Vendors, please read this [disclaimer](#) prior to registering.
- Complete Registration**
Complete registration here to begin using New eMaryland Marketplace Test.
Vendors, please read this [disclaimer](#) prior to completing registration.
- Open Bids**
Browse open bid opportunities.
- Active Contracts**
Browse active Contracts/Blankets.
- Contract & Bid Search**
Search for Bids and active Contracts/Blankets.

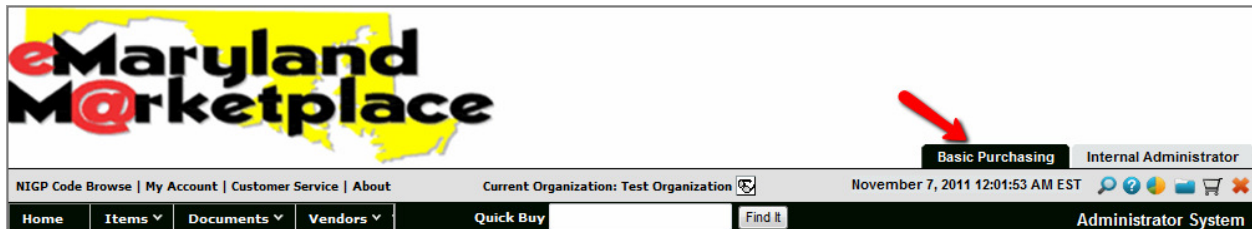
Enter your Login ID & Password and click **Login**.

Login ID:
Password:

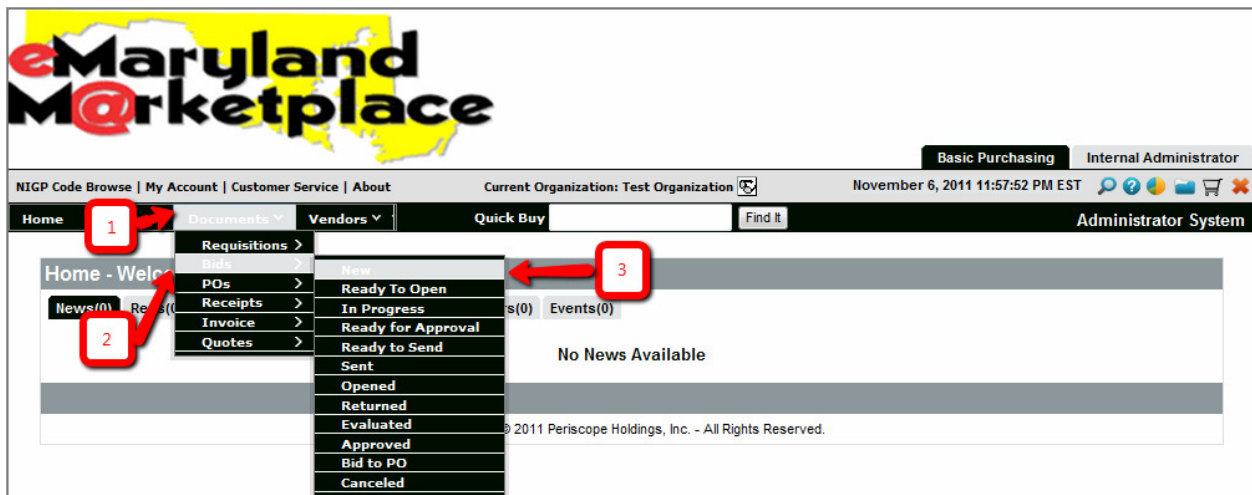
[Forgot your password?](#)

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- The homepage for your current role will appear.
- If role tabs appear along the top-right, make sure that the **Basic Purchasing** tab is highlighted. If not, click that tab.
- If no role tabs appear, you only have one role.



- From the Navigation tool bar, hover your mouse over **Documents**, then **Bids**, and then click **New**.



- Click **Create a Bid from scratch** and click **Continue**.

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eMaryland Marketplace

Basic Purchasing Internal Administrator

NIGP Code Browse | My Account | Customer Service | About Current Organization: Test Organization November 7, 2011 12:03:07 AM EST

Home Items Documents Vendors Quick Buy Find It Administrator System

Create a New Bid

Please select the method to create a new bid:

- ☒ Create a bid from scratch.
- ☐ Clone a bid from another document.
- ☐ Copy Contracts For Renewal.

Continue Cancel & Exit

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- The **General** tab of the Bid document will appear.

eMaryland Marketplace

Basic Purchasing Internal Administrator

NIGP Code Browse | My Account | Customer Service | About Current Organization: Test Organization November 20, 2011 8:46:04 PM EST

Home Items Documents Vendors Quick Buy Find It Administrator System

New Bid

General Items Address Accounting Routing Attachments Notes Bidders Amendments Q & A Reminders Summary

Bid Number: Description:*
Status: 2BI - In Progress Purchaser:* System, Administrator


Stay on the document tabs to keep working on the document. Clicking above will take you elsewhere.

- Complete the following fields. All other fields should be ignored.
 - Description – Title of the solicitation.
 - Type Code – Type of solicitation that is being conducted.
 - Fiscal Year – Fiscal year that this solicitation is being conducted in.
 - Department – Department that the solicitation is being conducted on behalf of.
 - Location – Location that the solicitation is being conducted on behalf of.
 - Allow Electronic Response – Uncheck this option so electronic response is unavailable.
 - Required Date (optional) – Date that the solicited goods/services must be delivered by.
 - Bid Opening Date – Due date and time for vendor responses to the solicitation. No responses can be submitted after this date (If the due date has already passed, please select any time in the future for now). **See note below about selecting dates.**

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- Available Date – Date and time that vendors will be able to view the solicitation online and respond (select the original post date and time). **See note below about selecting dates.**
- Bid Type – Leave at “Open Bid.”
- Alternate ID (optional) – Used to document an alternate number for the solicitation. **Provide the number of the solicitation in the old eMM.**
- Purchase Method – Leave at “Open Market.”
- Info Contact – Your contact information for the solicitation.
- Pre-Bid Conference – Date, time and other information about the pre-bid conference (if applicable).
- Bulletin Description – The long description of the solicitation. **Include language here explaining that this document is being used to carry over a solicitation started in the old eMM.**

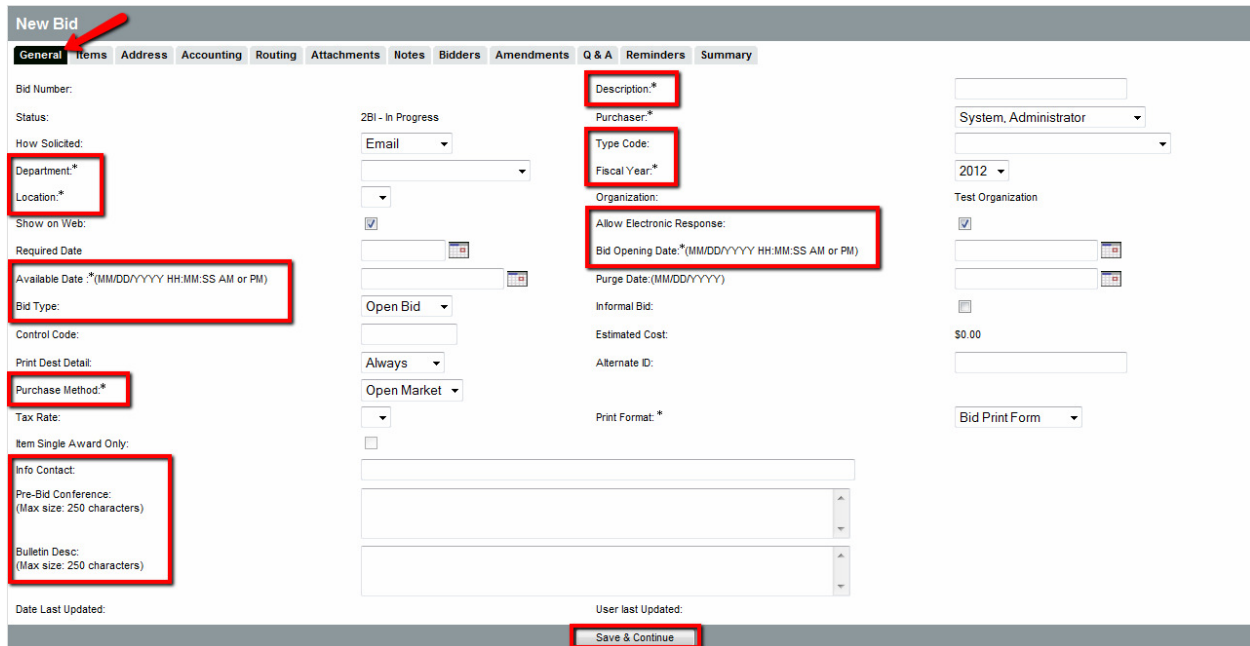
NOTE: Dates can be entered by clicking the calendar icon next to the field. This will display a pop-up window featuring a calendar with dropdown fields to select a time. **You must select the time before clicking on the date.**

Bid Opening Date: *(MM/DD/YYYY HH:MM:SS AM or PM) 

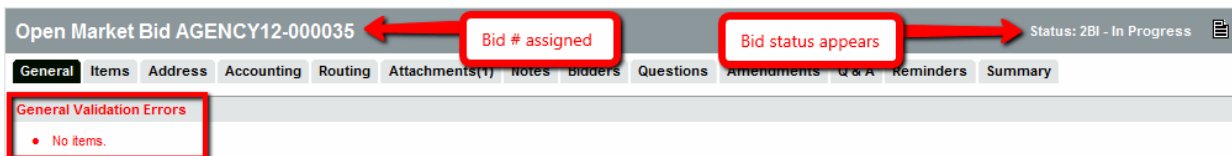
April		Select month		Change year		≤ 2010 ≥	
April 2010							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29			
				AM	11	51	00
				Select time			

- After all of the fields listed have been completed. Click **Save & Continue**.

Awarding Old Bids in the New eMM



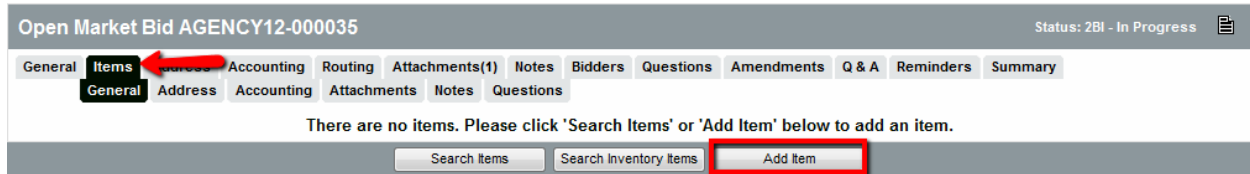
- The screen will refresh. The Bid will be assigned a number and status. A red validation error will display. Proceed to the next step.



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STEP 2: Create the line-items that can be bid upon.

- Click on the **Items** tab and then click **Add Item**.



- Create the first line-item on the old solicitation by completing the following item detail fields. All other fields can be ignored.
 - Description – Description of the line-item in the old eMM.
 - Quantity – The quantity of the item desired. For services, will usually be “1.”
 - Unit of Measure – The unit of measure for the item.
 - NIGP Class – The first 3 digits of the commodity code.
 - NIGP Class Item – The last 2 digits of the commodity code.

NOTE: Clicking the **eyeglass** icon below the **NIGP Class** field as shown below will allow you to search for a commodity code. The **Commodity Code** field will NOT be used here.

Awarding Old Bids in the New eMM

Open Market Bid AGENCY12-000001 Status: 2BI - In Progress

General **Items** Address Accounting Routing Attachments Notes Bidders Questions Amendments Q & A Reminders Summary

General Address Accounting Attachments Notes Questions

Item #: Item Type: Normal
 Print Sequence*: Item Status: 2BI - In Progress
 Description*: Stock Item Number: ☒

Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
<input type="text" value="0.0"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>	EA <input type="button" value="v"/>	<input type="text" value="0.0"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>

NIGP Class: ☒ Commodity Code Search
 NIGP Class Item:

Manufacturer: Brand: Model:
 Make: Packaging:

- If you clicked to search for a NIGP Class code, a pop-up with the **Commodity and Service Codes Search** screen will appear.
- Enter a **NIGP Keyword** and click **Search**.

Commodity and Service Codes

Search

NIGP Class

NIGP Class Item


NIGP Keyword

Search using ALL of the criteria

Awarding Old Bids in the New eMM

- The matching results will appear below.
- Click the button for the code you would like to use and click **Save & Exit**.

	Code	Description
<input type="radio"/>	240-66	Meal Servers, Insulated
<input type="radio"/>	393-06	Combination Meals, Shelf Staple (To Include Ready to Eat Prepared Meals) MRE
<input type="radio"/>	393-43	Crackers and Cookies, Packaged
<input type="radio"/>	393-53	Fruits, Vegetables, and Full Meal Entrees, Dehydrated
<input type="radio"/>	393-56	Grocers' Miscellaneous Items: Cake Decorations, Candles, Canned Fuel, Food Preservatives, Matches, Meal Kits, Toothpicks, etc.
<input type="radio"/>	393-62	Meal, Corn
<input type="radio"/>	952-30	Delivered Meals (Including Shelf Stable Meals and Congregate Meals)
<input type="radio"/>	963-47	Meals



Save & Exit

Cancel & Exit

- The item details will appear again. Review the item.
- To add another item, click **Save & Add New** and repeat this step.
- Click **Save & Exit** once done adding items.

Awarding Old Bids in the New eMM

Open Market Bid AGENCY12-000035 Status: 2BI - In Progress

General **Items** Address Accounting Routing Attachments(1) Notes Bidders Questions Amendments Q & A Reminders Summary

General Address Accounting Attachments Notes Questions

Item #: 1 Item Type: Normal
 Print Sequence*: 1.0 Item Status: 2BI - In Progress
 Description*: meals Stock Item Number:

Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
5.0	0.00	\$0.00	EA	0.0	0.00	\$0.00

NIGP Class: 963 963 - NON-BIDDABLE MISCELLANEOUS ITE...
 NIGP Class Item: 47 47 - Meals
 Commodity Code:

Manufacturer: Brand: Model:
 Make: Packaging:

Save & Add New Save & Exit Save & Continue Reset Cancel & Exit

- The list of the items you've added will appear.
- Review your items and make changes as shown below if necessary.
- Repeat this step for each line-item on the solicitation.

Open Market Bid AGENCY12-000035 Status: 2BI - In Progress

General **Items** Address Accounting Routing Attachments(1) Notes Bidders Questions Amendments Q & A Reminders Summary

General Address Accounting Attachments Notes Questions

Sort by Column: Print Sequence ☐ Sort Descending Go

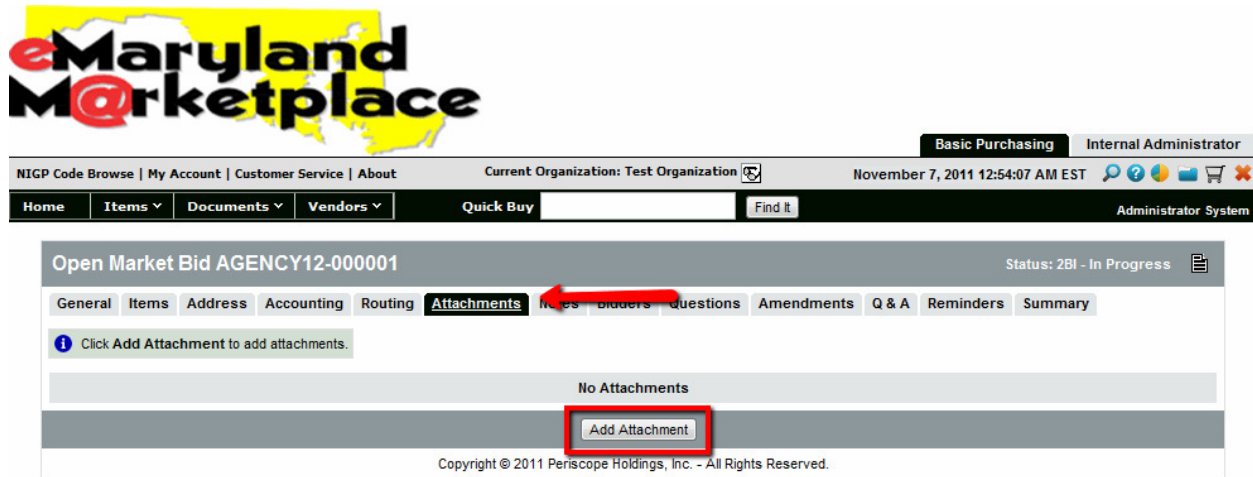
Item #	Print Sequence	Item Description								Delete	
		Quantity	UOM	Unit Cost	Net Unit Cost	Total Discount Amt.	Tax Rate	Tax Amount			
1	1.0	meals	5.0	EA	0.00	\$0.00	\$0.00	0.0	\$0.00	\$0.00	<input type="checkbox"/>
Total \$0.00											

Edit an item Save & Continue Search Items Search Inventory Items Add Item Add another item

Awarding Old Bids in the New eMM

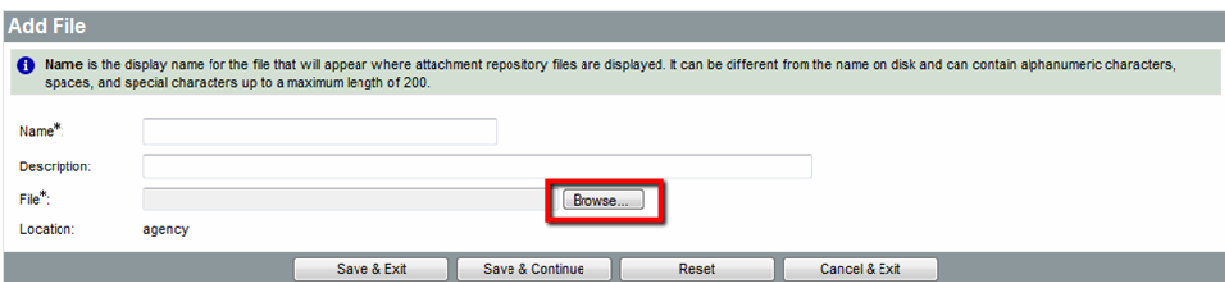
STEP 3: Attach the official solicitation documentation.

- Click the **Attachments** tab and choose **Add Attachment**.



The screenshot shows the eMaryland Marketplace interface. At the top, there's a navigation bar with links like 'NIGP Code Browse', 'My Account', 'Customer Service', and 'About'. Below this, there's a header for 'Open Market Bid AGENCY12-000001' with a status of '2BI - In Progress'. The 'Attachments' tab is selected, and a red arrow points to it. Below the tabs, there's a message: 'Click Add Attachment to add attachments.' and a button labeled 'Add Attachment' which is highlighted with a red box. The footer of the interface mentions 'Copyright © 2011 Periscope Holdings, Inc. - All Rights Reserved.'

- Click the **Browse** button.
- Your computer's directory will appear.
- Double-click a file to attach.



The screenshot shows the 'Add File' dialog box. It has a title bar 'Add File' and a message: 'Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.' Below this, there are input fields for 'Name*', 'Description:', 'File*', and 'Location:'. The 'File*' field has a 'Browse...' button next to it, which is highlighted with a red box. At the bottom, there are buttons for 'Save & Exit', 'Save & Continue', 'Reset', and 'Cancel & Exit'.

- Enter a **Description** of the file, if desired.
- Click **Save & Exit**.

Awarding Old Bids in the New eMM

Add File

1 Name is the display name for the file that will appear where attachment repository. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Name*:

Description:

File*:

Location: agency

Annotations:

- If desired, edit the file Name and add a Description.

- Your list of attachments will appear.
- Click **Add Attachment** to repeat this step for all of the solicitation attachments.

Open Market Bid AGENCY12-000035

General Items Address Accounting Routing **Attachments(1)** Questions Reminders Summary

Name	Description	Show Vendor	Attached Date	Delete
Terms and Conditions~1.docx		<input checked="" type="checkbox"/>	Administrator System 11/11/2011	<input type="button" value="Delete"/>

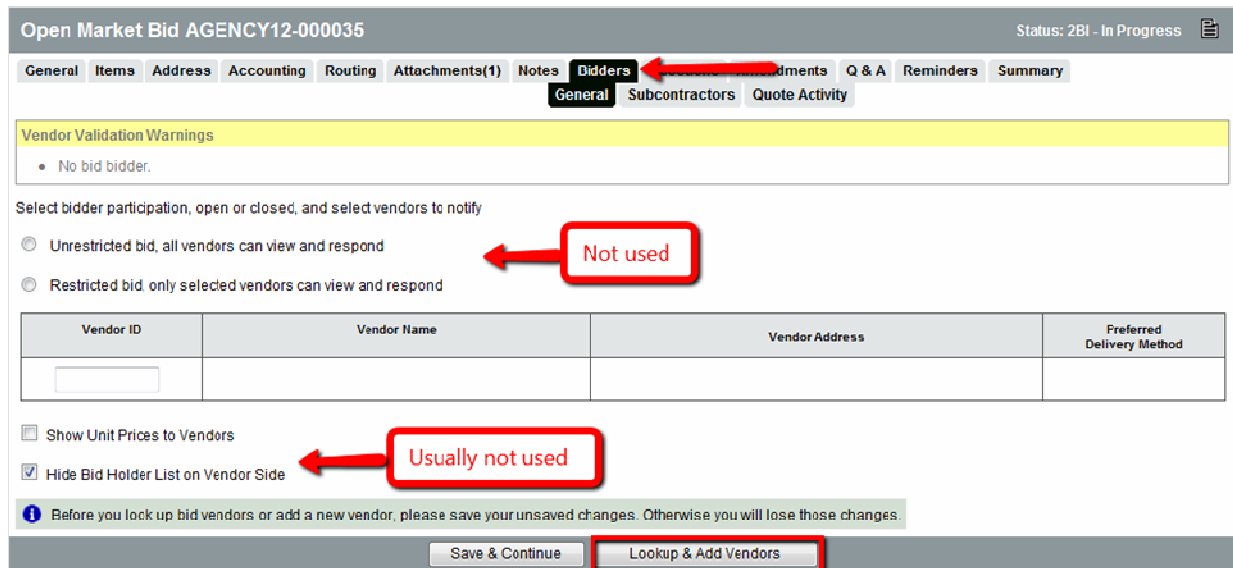
Annotations:

- Show / hide a file from the vendors
- Delete a file
- Attach another file

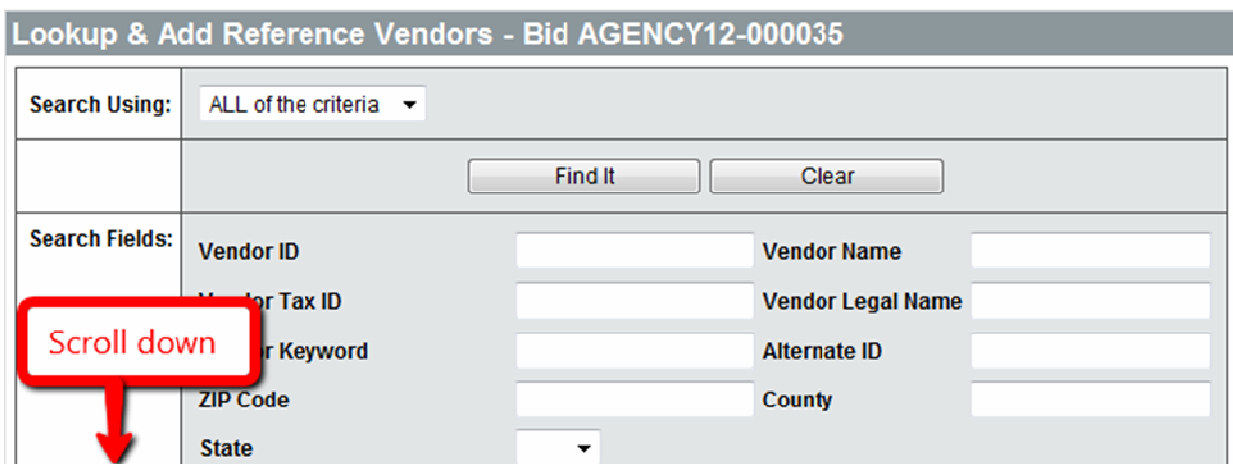
Awarding Old Bids in the New eMM

STEP 4: Search and add Vendors to notify. (Only necessary if response due date has NOT passed. If responses can no longer be submitted, skip this step.)

- Go to the **Bidders Tab** and select **Lookup & Add Vendors**.



- A search pop-up window will appear.
- Scroll to the bottom of the screen.
- Click the **Find Vendors for All Commodity Codes on the Bid** button.



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Browse by:	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9 10
<input type="button" value="Find It"/> <input type="button" value="Clear"/>	
<input type="button" value="Find Vendors for All Commodity Codes on the Bid"/> <input type="button" value="Close Window"/>	

- The list of vendors matching the line-item commodity codes will appear below.
- Select the vendors that return by clicking the check box at the top of the **Select** column.

Lookup & Add Reference Vendors - Bid AGENCY12-000035	
Search Using:	ALL of the criteria ▼
<input type="button" value="Find It"/> <input type="button" value="Clear"/>	
Search fields:	Vendor ID <input type="text"/> Vendor Name <input type="text"/>

<div> <div>Select all vendors on this page</div> <div>1-25 of 35 1 2</div> </div>											
Select	Vendor ID	Vendor Name	Alternate ID	Last PO Date	Last Bid Date	Address	City	State	Contact Name	Phone	Reference Vendor
<input type="checkbox"/>	00000006	Acme Products Inc.				1 Acme Lane Something Something Something	Death Valley	CA		(555)555-8888	No

- If more than 25 vendors returned from your search, click the **Save & Next Page** button on the bottom of the page.

Save & Exit	Save & Continue	Save & Next Page	Find Vendors for All Commodity Codes on the Bid	Close Window
-------------	-----------------	------------------	---	--------------

- Repeat selecting all vendors on the page and clicking **Save & Next Page** until all pages of vendors have been added.

Awarding Old Bids in the New eMM

Lookup & Add Reference Vendors - Bid AGENCY12-000035

Search Using: ALL of the criteria ▼

Scroll down

Find It Clear

Search fields: Vendor ID Vendor Name

Select	Vendor ID	Vendor Name	Alternate ID	Last PO Date	Last Bid Date	Address	City	State	Contact Name	Phone	Reference Vendor
<input type="checkbox"/>	00000006	Acme Products Inc.				1 Acme Lane Something Something Something	Death Valley	CA		(555)555-8888	No

Select all vendors on this page

Scroll down

1-25 of 35
1 2

Save & Exit Save & Continue **Save & Next Page** Find Vendors for All Commodity Codes on the Bid Close Window

- Once you reach the last page of vendors, click **Save & Exit**.
- The **Bidders** tab will appear with all of the selected vendors listed.
- Review the list of vendors to be notified about the solicitation. **Ensure that all of the vendors that have participated are included in the list.**

Awarding Old Bids in the New eMM

Open Market Bid AGENCY12-000035 Status: 2BI - In Progress

General Items Address Accounting Routing Attachments(1) Notes **Bidders** ~~Subcontractors~~ Amendments Q & A Reminders Summary

General Subcontractors Quote Activity

Select bidder participation, open or closed, and select vendors to notify

☐ Unrestricted bid, all vendors can view and respond

☐ Restricted bid, only selected vendors can view and respond

Confirm the list of vendors to notify about the solicitation

Delete	Vendor ID	Vendor Name	Vendor Address	Preferred Delivery Method
<input type="checkbox"/>				
<input type="checkbox"/>	00000002	TestVendor	Bid Mailing Address: Add New Address Bid Mailing Address(default) - ContactAddress Line 1 City, MD 55555 U... Address Line 1 City, MD 55555 US	Email
<input type="checkbox"/>	00000014	Periscope Holdings	Bid Mailing Address: Add New Address General Mailing Address - Chriss Kennedy 211 E. 7th Street Suite 1... 211 E. 7th Street Suite 1100 Austin, TX 78777 US	Email

Scroll down

Awarding Old Bids in the New eMM

STEP 5: Review and submit the Bid document.

- Select the **Summary** tab.
- You will be able to view all of the information entered on the previous tabs.
- If a red validation error displays along the top of the document, you must return to the appropriate tab and correct the issue.

Open Market Bid AGENCY12-000035 Status: 2BI - In Progress

General Items Address Accounting Routing Attachments(1) Notes Bidders Questions Amendments Q & A Reminders **Summary**

Header Information

Bid Number:	AGENCY12-000035	Description:	test	Status:	2BI - In Progress
Purchaser:	Administrator System	Minor Status:		How Solicited:	Email
Organization:	Test Organization				
Fiscal Year:	12	Department:	TEST - Test Department	Location:	TEST - Test Location
Show On Web:	Yes	Allow Electronic Quote:	Yes	Required Date:	11/30/2011
Bid Opening Date:	11/30/2011 10:02:00 PM	Available Date:	11/14/2011 10:02:00 PM		
Purge Date:					
Bid Type:	Open Bid	Informal Bid:	No		

Scroll down and review

- Once you have reviewed your Bid, select **Submit for Approval** on the bottom of the **Summary** tab.

Item # 2: Roofing Paper 48"x20' Roll 2BI - In Progress

NIGP Code: 145-60
Roofing

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
2.0	\$9.99	ROLL - Roll	-\$0.999		\$0.00	\$18.98

Manufacturer: Brand: Model:
Make: Packaging:

Account Code Amount

There is no item accounting available for this item.

Windows Internet Explorer

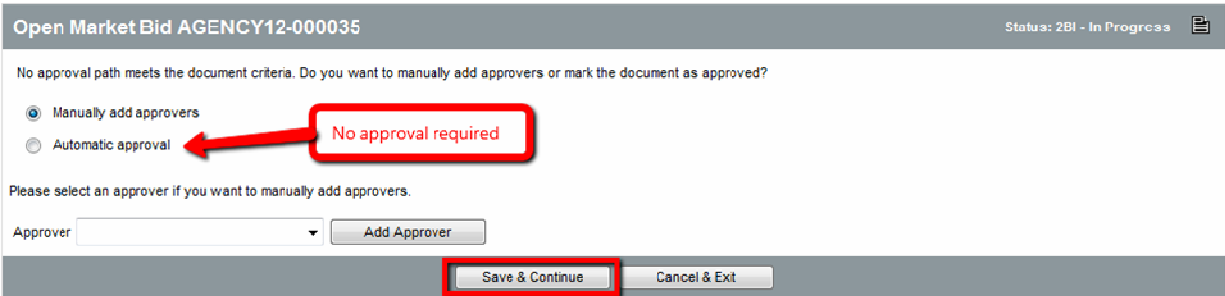
Are you sure you want to submit this Bid?

OK Cancel

Awarding Old Bids in the New eMM

- If your solicitations do NOT require approval, click the **Automatic approval** button, then **Save & Continue**.

NOTE: Once you click **Save & Continue**, you will no longer be able to make changes to the Bid document unless you publish it and create an amendment / addendum. If necessary, click **Cancel & Exit** to return to the Bid and make additional changes.



Open Market Bid AGENCY12-000035 Status: 2BI - In Progress

No approval path meets the document criteria. Do you want to manually add approvers or mark the document as approved?

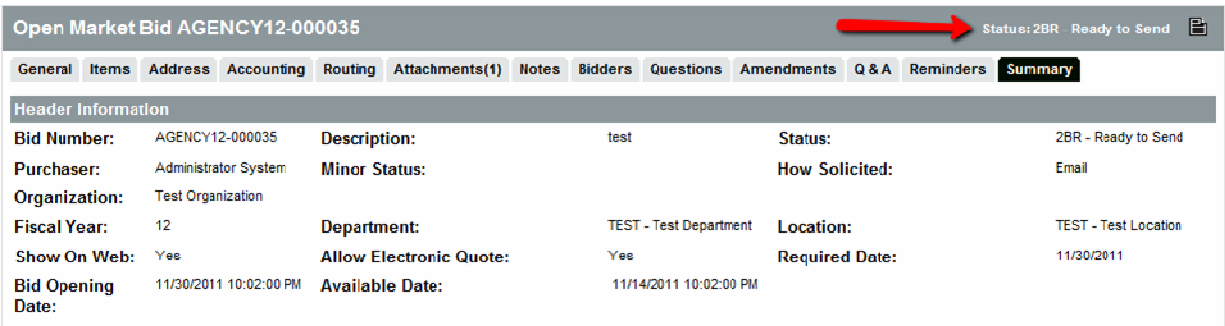
☒ Manually add approvers
☐ Automatic approval

Please select an approver if you want to manually add approvers.

Approver: Add Approver

Save & Continue Cancel & Exit

- The **Summary** tab of the Bid document will appear.
- That status of the Bid document is now "Ready to Send."



Open Market Bid AGENCY12-000035 Status: 2BR - Ready to Send

General Items Address Accounting Routing Attachments(1) Notes Bidders Questions Amendments Q & A Reminders **Summary**

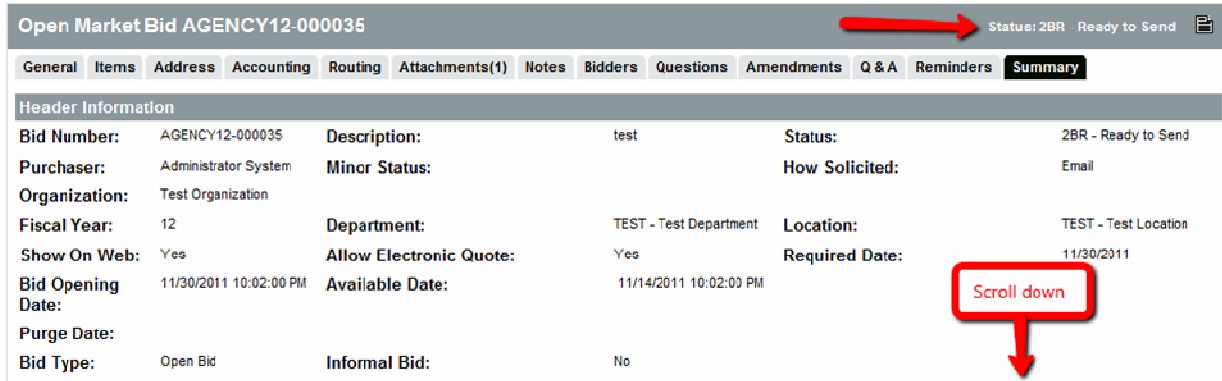
Header Information

Bid Number:	AGENCY12-000035	Description:	test	Status:	2BR - Ready to Send
Purchaser:	Administrator System	Minor Status:		How Solicited:	Email
Organization:	Test Organization				
Fiscal Year:	12	Department:	TEST - Test Department	Location:	TEST - Test Location
Show On Web:	Yes	Allow Electronic Quote:	Yes	Required Date:	11/30/2011
Bid Opening Date:	11/30/2011 10:02:00 PM	Available Date:	11/14/2011 10:02:00 PM		

Awarding Old Bids in the New eMM

STEP 6: Post the solicitation.

- Scroll down to the bottom of the **Summary** tab of your Bid document to the **Send Bid Actions** section.



Open Market Bid AGENCY12-000035 Status: 2BR Ready to Send

General Items Address Accounting Routing Attachments(1) Notes Bidders Questions Amendments Q & A Reminders **Summary**

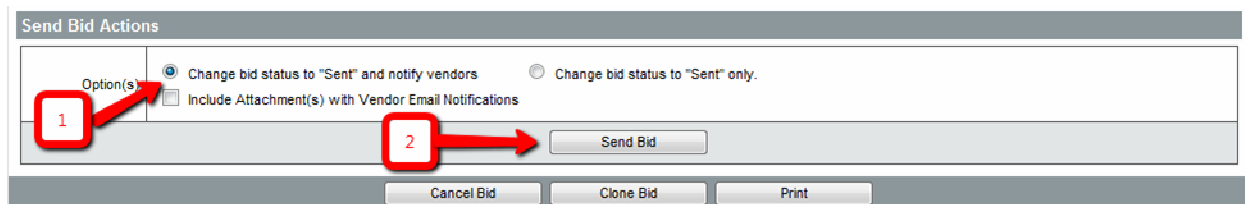
Header Information

Bid Number:	AGENCY12-000035	Description:	test	Status:	2BR - Ready to Send
Purchaser:	Administrator System	Minor Status:		How Solicited:	Email
Organization:	Test Organization				
Fiscal Year:	12	Department:	TEST - Test Department	Location:	TEST - Test Location
Show On Web:	Yes	Allow Electronic Quote:	Yes	Required Date:	11/30/2011
Bid Opening Date:	11/30/2011 10:02:00 PM	Available Date:	11/14/2011 10:02:00 PM		
Purge Date:					
Bid Type:	Open Bid	Informal Bid:	No		

Scroll down

- Ensure **Change bid status to "Sent" and notify vendors** is selected.
- Click **Send Bid**.

NOTE: Do NOT select **Include Attachment(s) with Vendor Email Notifications** as this is unnecessary. Furthermore, if notifying many vendors and / or attaching large files to your Bid, this has the potential to slow down your email system.



Send Bid Actions

Option(s)

☒ Change bid status to "Sent" and notify vendors ☐ Change bid status to "Sent" only.

☐ Include Attachment(s) with Vendor Email Notifications

1

2

Send Bid

Cancel Bid Clone Bid Print

- If you chose vendors to notify about this, the **Vendor Notification Result** screen will appear.
- All of the vendors selected to notify will be listed.

Awarding Old Bids in the New eMM

Vendor Notification Result		
Subject: Bid Notification - Bid # ADSP010-00000113, AutoGSD Architecture Subscription Renewal		
Email Recipients		
Delivery Date: 04/23/2010 11:40:00 AM		
Vendor ID	Vendor Name	Email Address
000000525	W.T. Cox Subscriptions	Amanda Danford (test@goperiscope.com)
000004191	The Wilkins Group LLC	Tawnya Combe (test@goperiscope.com)
<input type="button" value="OK"/>		
Copyright © 2010 Periscope Holdings, Inc. - All Rights Reserved.		


NOTE: If the response due date (Bid Opening Date) has NOT been reached, then there are no further steps to follow in this document. If further assistance is needed, refer to the other online training documents available at <http://dgsweb.dgs.state.md.us/procure/eMMnew.htm>.

If the response due date has passed, proceed with the steps below.

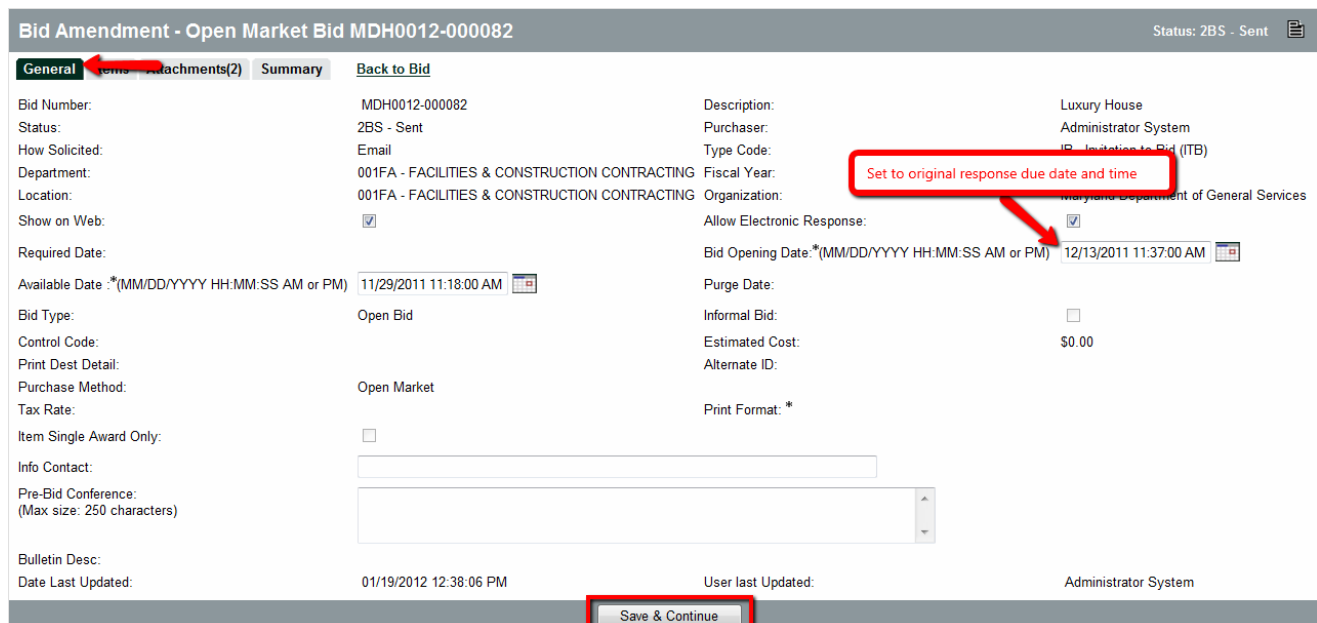
Awarding Old Bids in the New eMM

STEP 7: Create a solicitation amendment / addendum. (Only necessary if the response due date has already passed.)

- Click the **Amendments** tab on your Bid document.
- Select **Create Bid Amendment**.



- The **General** tab of a Bid Amendment document will appear.
- The Bid Amendment is a copy of your Bid.
- Changes made to the Bid Amendment are tracked. You can review and apply the list of changes from the **Summary** tab.
- Change the **Bid Opening Date** to the original response due date for the solicitation.
- Click **Save & Continue**.



- Click the **Summary** tab.
- If desired, input an explanation of the amendment in big comment box on the top of the screen.

Awarding Old Bids in the New eMM

- Each change that you made to the Bid Amendment is listed and described below.
- Review the list of changes.
- If any changes are made on this screen, click **Save & Continue**.
- To finish the process, click **Apply Bid Amendment**.

Bid Amendment - Open Market Bid AGENCY12-000053 Status: ZBS - Sent

General Items Attachments(1) **Summary**

Comment for the whole bid amendment:

Provide an explanation of the amendment / addendum if desired

Header/Item Changes

Modified Field	Item #	Description	User Updated	Date Updated	Show to Vendor
Bid Opening Date	Header	Bid Opening Date changed from "12/16/2011 02:00:00 PM" to "12/31/2011 05:56:00 AM"			
Comment:					

Each change made by the amendment is listed. Provide additional explanation of a specific change if desired

Attachment Changes

Modified Field	Item #	File	Description	User Updated	Date Updated	Show to Vendor
File #	Header	WalterJ	File 'Terms and Conditions 3' deleted			<input checked="" type="checkbox"/>
Comment:						
File #	Header	Terms and Conditions~4.docx	File 'Terms and Conditions~4.docx' added			<input checked="" type="checkbox"/>

Individual changes can be hidden from vendors if desired (e.g. corrected typos)

Click first if changes were made on this screen

After you click 'Apply Bid Amendment', all the changes will be updated in the real document and vendors will be notified if you choose to show some changes to vendor.

Save & Continue **Apply Bid Amendment** Delete Bid Amendment

Awarding Old Bids in the New eMM

STEP 8: Open the Bid document.

- The **Summary** tab of the Bid document will appear.
- Scroll down to the bottom of the screen.

Open Market Bid AGENCY12-000001 Status: 2BS - Sent

General Items Address Accounting Routing Attachments Notes Bidders Questions Amendments(1) Q & A Reminders **Summary**

Header Information

Bid Number:	AGENCY12-000001	Description:	test	Status:	2BS - Sent
Purchaser:	Administrator System	Minor Status:		How Solicited:	Email
Organization:	Test Organization				
Fiscal Year:	12	Department:	TEST - Test Department	Location:	TEST - Test Location
Show On Web:	Yes	Allow Electronic Quote:	Yes	Required Date:	11/07/2011
Bid Opening Date:	11/30/2011 12:00:00 PM	Available Date:	11/07/2011 12:00:00 AM		
Purge Date:					
Bid Type:	Open Bid	Informal Bid:	No		
Control Code:		Estimated Cost:	\$0.00	Print Dest Detail:	

Scroll down

- Click **Open Bid**.

Pre-bid Approval Path:

Delete	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved/Canceled	Approved/Disapproved/Canceled by	Comment View
	Administrator System	1		1	Primary	11/07/2011 03:43:57 AM	11/07/2011 08:50:45 AM	Administrator System	

Open Bid Cancel Bid Clone Bid Print

- The screen will refresh.
- The status of the document will now be **Opened**.
- Scroll down to the bottom of the screen.

Open Market Bid AGENCY12-000009 Status: 2BO - Opened

General Items Address Accounting Routing Attachments(1) Notes Bidders Questions Amendments(1) Q & A Reminders **Summary**

Header Information

Bid Number:	AGENCY12-000009	Description:	renovate building	Status:	2BO - Opened
Purchaser:	Administrator System	Minor Status:		How Solicited:	Email
Organization:	Test Organization				
Fiscal Year:	12	Department:	TEST - Test Department	Location:	TEST - Test Location
Show On Web:	Yes	Allow Electronic Quote:	Yes	Required Date:	
Bid Opening Date:	11/09/2011 09:23:00 AM	Available Date:	11/07/2011 06:38:00 AM		
Purge Date:					

Scroll to the bottom of the screen

Awarding Old Bids in the New eMM

- The remainder of the process will be managed from the **Bid Tabulation (Bid Tab)** document.
- The Bid Tab can always be accessed from the bottom of the **Summary** tab of the Bid.
- Click the **Bid Tab** button.

Pre-bid Approval Path:									
Delete	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved/Canceled	Approved/Disapproved/Canceled by	Comment View
There are no pre-bid approval paths found for this bid.									

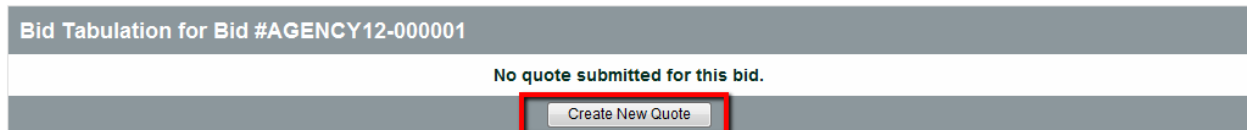
- The following screen will appear upon initially accessing the Bid Tab.
- Once you are ready to make an award recommendation, proceed to the next Step.

Bid Tabulation for Bid #AGENCY12-000001	
No quote submitted for this bid.	
<input type="button" value="Create New Quote"/>	

Awarding Old Bids in the New eMM

STEP 9: Create the awarded vendor(s) Quote.

- In order to make and publish an award recommendation, a Quote must be entered in the system for the awarded vendor(s).
- You will need to enter the Quote on behalf of the vendor once you are ready to award.
- Upon accessing the Bid Tab, click the **Create New Quote** button.

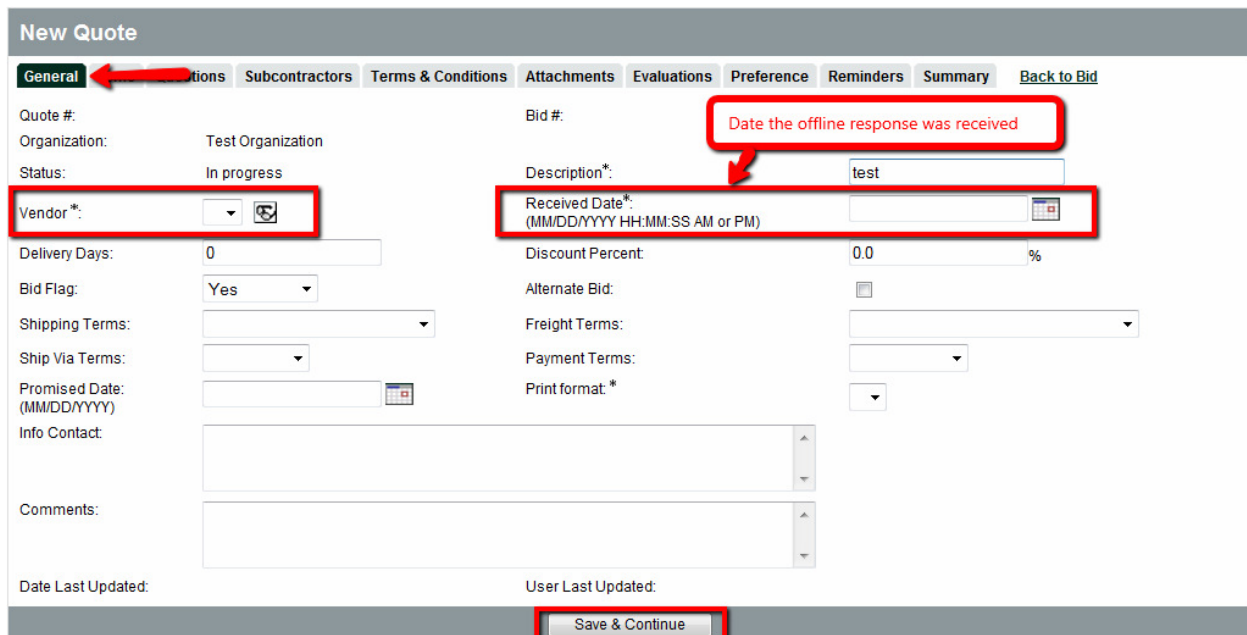


Bid Tabulation for Bid #AGENCY12-000001

No quote submitted for this bid.

Create New Quote

- The **General** tab of the New Quote document will appear.
- Select the vendor that you are entering the Quote for in the **Vendor** field.
 - All of the vendors you notified will appear in the dropdown box.
 - If a different vendor will be awarded, you can search for them with the **eyeglass** icon.
- Input the date the vendor's offline response was received in the **Received Date** field.
- Click **Save & Continue**.



New Quote


General Subcontractors Terms & Conditions Attachments Evaluations Preference Reminders Summary Back to Bid


Quote #: Bid #:

Organization: Test Organization

Status: In progress

Description*: test

Vendor*: 

Received Date*: (MM/DD/YYYY HH:MM:SS AM or PM) 

Delivery Days: 0

Discount Percent: 0.0 %

Bid Flag: Yes


Alternate Bid: ☐

Shipping Terms:

Freight Terms:

Ship Via Terms:

Payment Terms:

Promised Date: (MM/DD/YYYY) 

Print format: *

Info Contact:

Comments:

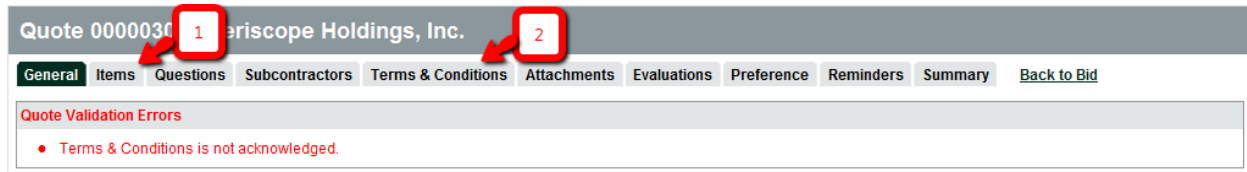
Date Last Updated: User Last Updated:

Save & Continue

- The screen will refresh.

Awarding Old Bids in the New eMM

- A red validation error will appear along the top of the screen.
- There are two remaining steps to complete the process – enter the vendor's price quote and accept the Terms & Conditions of the Bid.



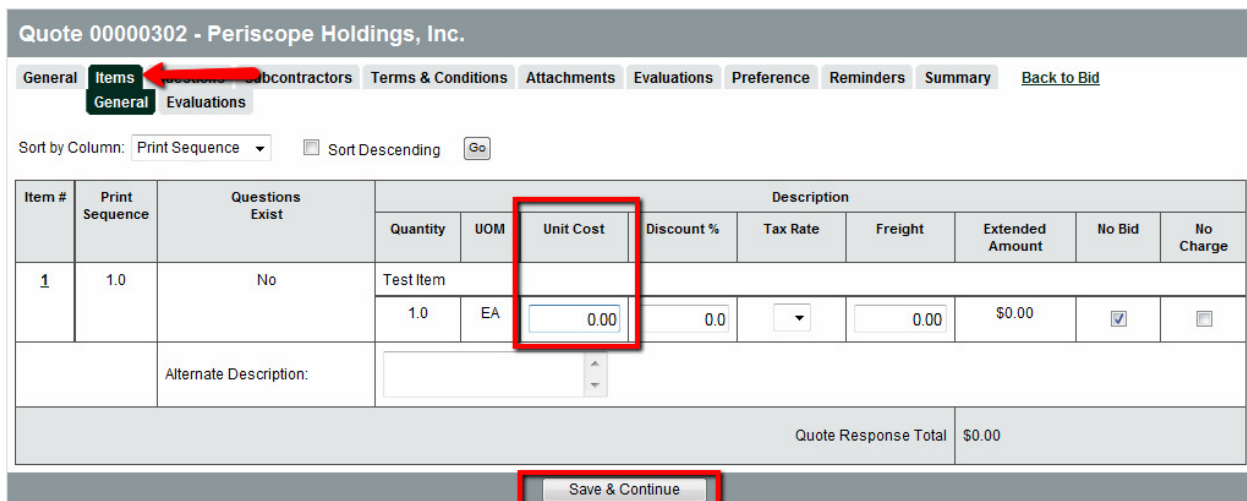
Quote 00000302 - Periscope Holdings, Inc.

General Items Questions Subcontractors Terms & Conditions Attachments Evaluations Preference Reminders Summary Back to Bid

Quote Validation Errors

- Terms & Conditions is not acknowledged.

- Click the **Items** tab.
- Input the vendor's price quote in the **Unit Price** field for each item.
- Click **Save & Continue**.



Quote 00000302 - Periscope Holdings, Inc.

General Items Questions Subcontractors Terms & Conditions Attachments Evaluations Preference Reminders Summary Back to Bid

Sort by Column: Print Sequence ☐ Sort Descending

Item #	Print Sequence	Questions Exist	Description								
			Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1	1.0	No	Test Item								
			1.0	EA	0.00	0.0		0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alternate Description:											
Quote Response Total									\$0.00		

- Click the **Terms & Conditions** tab.
- Click **Yes** if the vendor accepted all of the Terms and Conditions.
- Click **Save & Continue**.

Awarding Old Bids in the New eMM

Quote 00000302 - Periscope Holdings, Inc.

General Items Questions Subcontractors **Terms & Conditions** Evaluations Preference Reminders Summary [Back to Bid](#)

Do you accept the terms & conditions of the bid? ☐ Yes ☐ Yes with exceptions ☐ No

REVIEW THE DOCUMENTS ATTACHED ABOVE BEFORE RESPONDING. IF YOU DO NOT FULLY AGREE WITH THE TERMS AND CONDITIONS OF THIS SOLICITATION, YOUR RESPONSE MAY BE DISQUALIFIED. IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS, DO NOT SUBMIT THIS RESPONSE. IF YOU HAVE EXCEPTIONS TO THE TERMS AND CONDITIONS, AND THE DOCUMENTATION ATTACHED ABOVE STIPULATES THAT THESE ARE ALLOWED, YOU MAY ENTER THEM BELOW.

Accept the terms and conditions

Save & Continue

- Lastly, go to the **Summary** tab.
- Review the Quote document.
- Click **Submit Quote** on the bottom of the screen.
- Click **OK** on the pop-up message that appears.

Quote 00000302 - Periscope Holdings, Inc.

General Items Questions Subcontractors Terms & Conditions Attachments Evaluations Preference Reminders **Summary**

Header Information

Quote #:	00000302	Bid #:	AGENCY12-000001	Status:	In progress
Organization:	Test Organization	Delivery Days:	0	Discount Percent:	0.0
Description:	test	Alternate Bid:	No	Shipping Terms:	
Bid Flag:	Yes	Ship Via Terms:		Payment Term:	
Freight Terms:		Info Contact:		Quote Total	\$1,000.00
Promised Date		User last Updated:	Administrator System	User Created:	Administrator System
Comment:					

Date Last Modified: **Confirm price quotes before submitting**

Print format: Vendor accepts the terms & conditions with no exceptions.

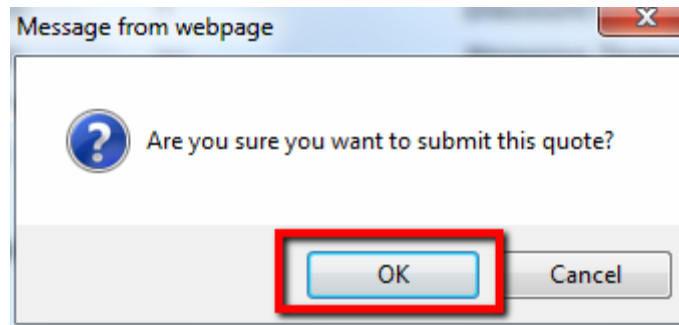
Item Information

Print Sequence # 1.0 : (005 - 05) Test Item

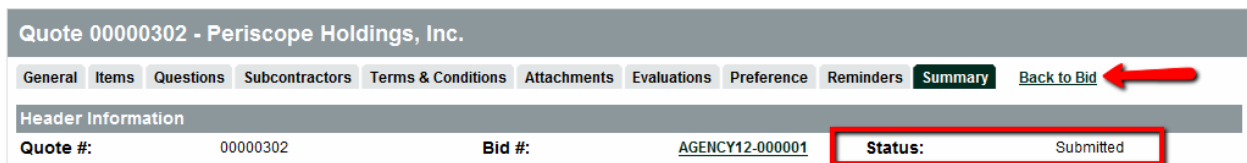
Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$1,000.00	0.0%	0.0%	\$0.00	\$1,000.00	No	No

Print Submit Quote

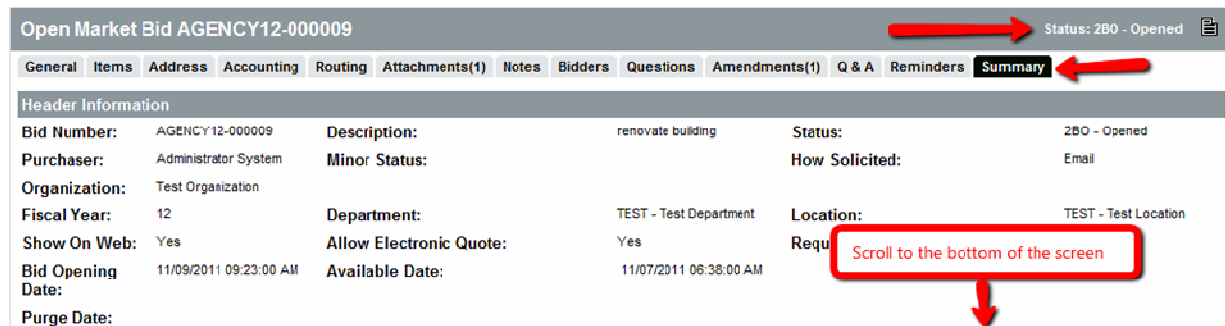
Awarding Old Bids in the New eMM



- The screen will refresh.
- Confirm the status of the Quote is "Submitted."
- Click the **Back to Bid** link next to the **Summary** tab.



- The **Summary** tab of the Bid will display.
- Scroll down to the bottom of the screen.



- Click the **Bid Tab** button.

Awarding Old Bids in the New eMM

Pre-bid Approval Path:

Delete	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved/Canceled	Approved/Disapproved/Canceled by	Comment View
There are no pre-bid approval paths found for this bid.									

- The **Quotes** tab of the Bid Tabulation document will appear.

Bid Tabulation for Bid #AGENCY12-000009

[Back to Bid](#)

Total Number of Submitted Quotes: 1

Quote #	Description	Vendor ID	Vendor Name	Submit Date	View Quote
00000003	renovats building	00000002	Test Vendor	11/09/2011 04:25:06 AM	View Quote

Awarding Old Bids in the New eMM

STEP 10: Indicate and Publish Award

- Once you are ready to indicate and publish an award, click the **Items** tab of the Bid Tabulation document.

Bid Tabulation for Bid #AGENCY12-000044

Quotes Revisions **Items** Subcontractors Routing Attachments Score Summary [Back to Bid](#)

of Quotes per page: 5 Sort by: Quote Total Ascending

Total Item Count: 3 **Total Awardable Quote Count:** 1 **Bid Status:** 2BO - Bid Opened (Quotes received and opened. Ready for tabulation)

Please make sure that you save your changes before you navigate to another page.

Cancel	Item info/Quote info	
	All pricing provided should be fixed-fee, deliverables based. Item #3 Print Sequence:1.0 Status:2BO - Opened (Narrative Item)	(00000010)Bob's Taxidermy <Quote: 00000048-R1>
<input type="checkbox"/>	Consulting Services: Offer deliverable-based pricing for an assessment of the overall operations of the animal shelter. Item #1 Print Sequence:2.0 Status:2BO - Opened Quantity:1.0 Uom:JOB	<input checked="" type="checkbox"/> \$423.00
<input type="checkbox"/>	Consulting Services - Offer deliverable-based pricing for development of an implementation plan for improving operations... View Detail Item #2 Print Sequence:3.0 Status:2BO - Opened Quantity:1.0 Uom:JOB	<input checked="" type="checkbox"/> \$1,440.00

- Each line-item on the solicitation will appear listed. Each vendor's price quote for that line will appear side-by-side next to it.
- Click the check box next to the price quote that will be awarded for each item.
- To award all items to a specific vendor, you can also click the **Award All** button on the bottom of the screen.
- Once done indicating all awards, click **Save & Continue** on the bottom of the screen.

Awarding Old Bids in the New eMM

Cancel	Item info/Quote info	(000002350)Independent Energy Group <Quote: 000000195>	(000004198)Arizona Solar Concepts <Quote: 000000193>	(000001894)American Solar Electric, Inc. <Quote: 000000192>	(000003651)EnergyPro, Inc. <Quote: 000000190>	(000005249)Titan Power, Inc. <Quote: 000000194>	
<input type="checkbox"/>	Please submit pricing information in "Solar Energy Systems Price Sheet" as found in attachments section Item #:1 Print Sequence:1.0 Status:2B0 - Opened (Narrative Item)	<div>Vendors</div>					
<input type="checkbox"/>	Solar energy systems purchases to include design, installation, and maintenance services for energy generating facilities... View Detail Item #:2 Print Sequence:2.0 Status:2B0 - Opened Quantity:1.0 Uom:EA	<div>Item description, status and unit of measure</div>	<input type="checkbox"/> \$400,000.00	<input type="checkbox"/> \$300,000.00 Late	<input type="checkbox"/> \$210,000.00	<div><div>Award individual item</div><input type="checkbox"/> \$168,000.00</div>	<input type="checkbox"/> \$165,000.00
	Totals: \$Vendor Gross Total: \$ Vendor Discount: \$ Vendor Net Total: \$ Preference Discount: \$ Evaluation Total: \$ Vendor Freight: \$ Awarded:	\$400,000.00 \$0.00 \$400,000.00 \$0.00 \$0.00 \$0.00 \$0.00	\$300,000.00 \$0.00 \$300,000.00 \$0.00 \$0.00 \$0.00 \$0.00	\$210,000.00 \$0.00 \$210,000.00 \$0.00 \$210,000.00 \$0.00 \$0.00	\$168,000.00 \$0.00 \$168,000.00 \$0.00 \$168,000.00 \$0.00 \$0.00	\$165,000.00 \$0.00 \$165,000.00 \$0.00 \$165,000.00 \$0.00 \$0.00	
	Eval Codes:						
	Pref Codes:						
	Award/Unaward All:	<div>Award All Unaward All</div>	<div>Award All Unaward All</div>	<div>Award All Unaward All</div>	<div>Award All Unaward All</div>	<div>Award All Unaward All</div>	

- Next, click the **Summary** tab of the Bid Tabulation document.
- Review your award recommendations.
- When ready, click **Submit for Approval**.

Awarding Old Bids in the New eMM

Bid Tabulation for Bid #ADSP010-00000035

Quotes Revisions Items Header Questions Subcontractors Routing Attachments Score **Summary**

Bid Tabulation Information

Total Item Count: 2 Total Awarded Quote Count: 1 Bid Status: 2BO - Bid Opened (Quotes received and opened. Ready for tabulation)

Canceled	Item info/Quote info	
	Please submit pricing information in "Solar Energy Systems Price Sheet" as found in attachments section Item #:1 Print Sequence:1.0 Status:2BO - Opened (Narrative Item)	(000003551)EnergyPro, Inc. <Quote: 000000190>
	Solar energy systems purchases to include design, installation, and maintenance services for energy generating facilities. View Detail Item #:2 Print Sequence:2.0 Status:2BO - Opened Quantity:1.0 Uom:EA	<input checked="" type="checkbox"/> \$168,000.00
	Totals:	\$Vendor Gross Total: \$168,000.00
		\$ Vendor Discount: \$0.00
		\$ Vendor Net Total: \$168,000.00
		\$ Preference Discount: \$0.00
		\$ Evaluation Total: \$168,000.00
		\$ Vendor Freight: \$0.00
		\$ Awarded: \$168,000.00
	Eval Codes:	
	Pref Codes:	

Evaluation Code Descriptions:
** = Low Item Price

Submit for Approval Print

- The approval process will work the same as when submitting your Bid.
- If no approvals are required, click **Automatic Approval** and **Save & Continue**.
- The **Summary** tab of the Bid Tabulation document will appear.
- To publish the Bid Tabulation document and award, click the **Create PO** button along the bottom of the screen.

Awarding Old Bids in the New eMM

Bid Tabulation for Bid #ADSP010-00000113

Quotes Revisions **Items** Header Questions Subcontractors Routing Attachments Score **Summary**

Bid Tabulation Information

Total Item Count: 3 Total Awarded Quote Count: 1 Bid Status: 2BA - Bid Approved (Ready for Vendor Awarding)

Canceled	Item info/Quote info	
	Attention Vendors: The PO Number is req on all packing slips, invoices and correspondence to here, there and everywhere. View Detail Item #2 Print Sequence:1.0 Status:2B0 - Opened (Narrative Item)	
	AutoGSD Architecture 2011 Subscription Renewal GSD Item #1 Print Sequence:2.0 Status:2BA - Approved Quantity:1.0 Uom:YR	<input checked="" type="checkbox"/> \$150.00 **
Yes	AutoGSD Architecture 2012 Subscription Renewal GSD Item #3 Print Sequence:3.0 Status:2B0 - Canceled Quantity:1.0 Uom:EA	<input type="checkbox"/> \$175.00 **
	Totals: \$Vendor Gross Total: \$325.00 \$ Vendor Discount: \$0.00 \$ Vendor Net Total: \$325.00 \$ Preference Discount: \$0.00 \$ Evaluation Total: \$325.00 \$ Vendor Freight: \$0.00 \$ Awarded: \$150.00	
	Eval Codes:	
	Pref Codes:	

Evaluation Code Descriptions:
** = Low Item Price

Create PO Print

- Finally, click **Continue** on the **Purchase Order Creation Preview** screen that appears.

NOTE: You do NOT need to do to anything with this Purchase Order.

Bid AGENCY12-000044 - Purchase Order Creation Preview

1 purchase order will be created for the following quote:

Quote #	Vendor ID	Vendor Name	Total Awarded
00000048-R1	00000010	Bob's Taxidermy	\$1,863.00

Purchase order creation options:

- ☒ Include Narrative Items
- ☒ Include Bid Attachments
- ☒ Include Bid Tab Attachments
- ☒ Include Bid Notes
- ☒ Include Quote Subcontractors

Click to publish the Bid Tabulation

Click 'Continue' button to create PO or click 'Cancel & Exit' button to cancel the PO creation and return to the bid tabulation summary page.

Continue Cancel & Exit

- To view the award publicly, first log out.
- From the Login screen, click the **Contract and Bid Search** link.
- Select **Bids** to search for.
- Search for your Bid and click **Find It**.
- The results will appear below. The far right column lists which vendors were awarded.

Awarding Old Bids in the New eMM

Results					
251-275 of 292					
11 12					
Bid #	Contract/Blanket #	Buyer	Description		Awarded Vendor(s)
AGENCY12-000374		Chris Harris	Snow Tires	12 Public view	ACME SUPPLY CO., LTD

- Upon selecting your Bid, a link to the Bid Tabulation document will be available on the bottom of the screen.

Bid Solicitation: MDH0012-000067 [Public view of the Bid](#)

Header Information			
Bid Number: MDH0012-000067	Description: HIV Test Kits	Bid Opening Date: 11/21/2011 11:40:00 AM	
Purchaser: Linda Holmes	Organization: Maryland Department of General Services		
Department: 190 - DEPARTMENT OF GENERAL SERVICES	Location: 190 - DEPARTMENT OF GENERAL SERVICES		
Fiscal Year: 12	Type Code:	Allow Electronic Quote: Yes	
Alternate Id:	Required Date: 12/09/2011	Available Date : 11/09/2011 02:00:00 PM	
Info Contact:	Bid Type: OPEN	Informal Bid Flag: No	
Purchase Method: Open Market			
Pre Bid Conference: Thursday November 24, 2011, Time 7:00PM 301 W. Preston Street, Room M-6 Bulletin Desc: Providing HIV Test kits for availability at all local hospital and clinics.			

[Scroll down](#)

[Bid Tab](#)
[Exit](#)